

MONTANA CHEMICAL DEPENDENCY CENTER POLICY AND PROCEDURE MANUAL

Policy Subject: Patient Belongings Received After Admission	Related Policies: CTP14
Policy Number: CTP30	Standards/Statutes:
Effective Date: 1/5/2005	Page 1 of 2

PURPOSE: To assure patient will be able to receive non-contraband personal items from others during the course of their treatment at the Montana Chemical Dependency Center.

POLICY: Patients will be able to receive non-contraband personal items during the course of their treatment at the Montana Chemical Dependency Center

PROCEDURE:

1. Patients will be encouraged to inform significant others to mail their personal items. Upon opening of packages, a contraband search will be made in the presence of the patient. Contraband items, depending on the nature of the item, will be held in safekeeping and returned to the patient upon discharge, or destroyed.
2. Personal item will be accepted during the morning check-in of visitors during Saturday Family Day. Items will be checked in the presence of the visitor(s) and not accepted if deemed a contraband item by the staff member. Acceptance of items during any other time during Family Day will be at the discretion of the counselor(s) or therapist on duty.
3. Personal items will be accepted during Holiday Visitation. These items will be checked for contraband prior to being taken to the patient units. Contraband items will be returned to the visitor.
4. Personal items may be delivered at other times with prior approval of the patient's team counselors or therapist. The staff member that approves the delivery of items must be available to receive the item and check for contraband. The staff member is to notify the front desk of the time of delivery and request notification of arrival of deliverer. Front Desk Personnel may not accept items in the absence of the counselor/therapist.
5. All items received during treatment will be noted on the "Patient Belongings" Form. The staff logging the items will date and initial the entry. The patient will also initial the entry.

6. Any items delivered after a patient's discharge will be returned to sender unless the patient, through their team counselor(s) or therapist, has made other arrangements. The staff member approving the arrangement will be responsible for follow through of said arrangement.

Revisions: Rev Dates

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Date